

	Montana Operations Manual <i>Standard</i>	Policy Number	1220.XS2
		Effective Date	January 4, 2012
		Last Revised	January 4, 2012
Issuing Authority	State of Montana Chief Information Officer		
INTERIM: Mass Electronic Mail			

I. Purpose

This interim standard identifies the requirements for sending electronic mail to large numbers of users on the State of Montana network.

II. Scope

This Standard applies to all executive branch agencies, excluding the university system, and other service providers (e.g. independent contractors) who have access to, use, or manage Information Technology.

III. Standard

- A. Except in cases of emergency, an Agency may not send an email to more than 2000 users AND more than one agency without first receiving State Information Technology Division (SITSD) approval. The Agency's department head or designee shall submit the request to the SITSD Service Desk at least 5 working days before the planned send date of the electronic mail. SITSD's receipt of a request does not guarantee that approval will be given.
- B. All emails must conform to requirements set forth in 1220.X03 – Electronic Mail.

IV. Roles and Responsibilities

A. Department of Administration

Under the Montana Information Technology Act (2-17-505, MCA et seq.), the Department of Administration (DOA) shall establish and enforce statewide information technology policies and standards. The DOA director has appointed the state Chief Information Officer (CIO) to assist in carrying out DOA's information technology duties.

1. SITSD Customer Relationship Manager (CRM)

CRMs communicate with agencies regarding the status of requests.

VI. Enforcement

The State Chief Information Officer is responsible for the Standard's implementation and enforcement. The CIO shall monitor compliance and make enforcement recommendations to the appropriate level of management given the particular circumstances.

VII. Changes and Exceptions

This Standard shall remain in force for one year or until rescinded by the CIO.

Requests for a review or change to this Standard are made by submitting an Action Request form (at <http://sitsd.mt.gov/policy/policies/default.mcpx>). Requests for exceptions are made by submitting an Exception Request form (at <http://sitsd.mt.gov/policy/policies/default.mcpx>). Changes to policies and standards will be prioritized and acted upon based on impact and need.

VIII. Closing

Direct questions or comments about this Policy to the State of Montana Chief Information Officer at [SITSD Service Desk](#), or:
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701
References

IX. References

A. Legislation

1. [2-17-505, MCA](#), Policy
2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-516, MCA](#), Exemptions

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

1. 1220.X03 – Electronic Mail

X. Administrative Use

Scheduled Review Date: January 4, 2013

Changes: NA